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Commonwealth of Virginia

PRIVATE SECURITY SERVICES ADVISORY BOARD

**June 3, 2008
Quarterly Meeting Minutes**

**Tuckahoe Public Library
Richmond's West End TU Meeting Room
1901 Starling Drive
Richmond, VA 2322-4607**

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Call to Order

Dennis VanDuzee, Chairman, called the meeting to order at approximately 10:00 a.m.

Attendees

Dennis VanDuzee, Chairman; Christopher DiMartino, Vice-Chairman; Thomas Turner, Secretary; Carl D. Armstrong; Deputy Chief James A. Cervera; Charles E. Ciccotti; Paul Ellis; Kevin Hodges; Joseph Maslanka; Seth P. Oginz; Charles Tobin.

Absent

Harry Merchant notified the Chairman and the Board in advance.

Brent Fortner notified the Chairman and the Board in advance.

Approval of Minutes

Christopher DiMartino made a motion to approve the minutes for the PSSAB Meeting from March 4, 2008. Carl Armstrong seconded the motion and the motion carried.

Approval of Agenda

Chairman Dennis VanDuzee asked that the Agenda be approved. Seth Oginz moved to approve the agenda. Thomas Turner seconded the motion. Motion carried.

Committee Reports

Conference Committee

Committee Chair – Joseph Maslanka

Meeting: May 20, 2008 at Tuckahoe Public Library

Mr. Maslanka reviewed the minutes from the Regulatory Committee Meeting. (Attached)

Board Discussion

Mrs. McGee stated that DCJS will notice the industry that there will not be a traditional conference held in October.

A question was asked by Mr. Turner about the hours of training offered during the conference. Ms. Buckner responded that eight hours of alternative training was provided at the conference.

It was advised that this was the first conference committee meeting and more planning is required. It will be an on-going committee to service the industry. The firearms instructor classes will also be reviewed as to whether they can happen after the board meetings or additional classes added to the schedule.

Training Committee

Committee Chair - Harry Merchant

Paul Ellis presented the information for the training committee meeting.

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The focus of the meeting was on the Regulations and how the requirements would shape the new training plan.

DCJS Report

Lisa McGee, Private Security Services Section Chief provided the report.

Internal Procedures:

My License – this project is a result of numerous executive orders to begin moving application and business processes into an online environment in order to make government services available 24 hours a day, 7 days a week from any location. The system will begin internally with the start up program for locksmiths in order for the staff to become familiar with the system and test navigation procedures before it is available to the industry. Construction of a secondary system that will be utilized for criminal history, enforcement and compliance and bail bond reporting process is still underway. The implementation of the full system to the public is currently early 2009.

Credit Card – The capability to accept credit card payments through the mail and at the reception area will be available in July, once all the security measures have been finalized with the Department of Accounts.

Firearm Endorsement – In the October meeting, the concern was presented in regard to security officer registrations and the issue of firearm endorsements. The revision of credentials has been completed and the registrations will now reflect either armed or unarmed security officer. If the category of registration is armed, it will include a notation that the individual must also possess an active firearm endorsement card. All new registrants applying will receive the amended registration card and all others will receive this amended version upon renewal. This went into effect on June 2, 2008.

AG's Office – Since the last meeting there has been changes at the Attorney General's Office and the Department has been assigned a new representative. The issues regarding individuals who fail to qualify on a DCJS certified firearm course and the use of the Seal of Virginia for SCOP in certain circumstances have been forwarded to the AG's Office. Once DCJS has received full guidance, the information will be forwarded to the industry.

Regulatory - The final regulations relating to Property and Surety Bail Bondsmen are awaiting approval from the Governor's Office. Once approval is received, the permanent regulations are expected to go into effect within 45 days from Governor Kaine's approval.

The proposed regulations relating to Bail Enforcement agents are also awaiting approval from the Governor's Office. Once approval is received, the industry will be provided with a 60 day formal comment period as well as an opportunity to address the Agency and the Criminal Justice Services Board at a public hearing before the final regulations are submitted.

Under 9.1-141, the Department is required to adopt regulations in accordance with the Administrative Process Act. HB462 was introduced and passed during the General Assembly and according to the Acts of Assembly, Chapter 638, the Board and the Department is required to promulgate regulations to implement the regulatory requirements for locksmiths to be effective July, 1, 2008. Based on the amended code and the emergency regulations, individuals and entities

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providing locksmith services as defined must obtain a license and/or registration by October 1, 2008 in order to continue to provide services in the Commonwealth.

The emergency regulations are ready to be submitted for executive review which includes the Attorney General's Office, the Department of Planning and Budget, the Secretary of Public safety, and the Governor's Office. Once approval is received, the emergency regulations will be published with the Virginia Registrar. Once the emergency regulations are published and in effect, the Department will officially open the entire Regulations Relating to Private Security Services for review and amendment. The Notice of Intended Regulatory Action will be sent out to the industry in July providing for an initial 30 day comment period.

PSSAB Nominations - As of July 1, 2008, the PSSAB Board will have 5 vacant positions on the Board; Bail Bondsman Representative, Private Investigator Representative, Armored Car Representative, Personal Protection Representative, Certified Private Security Instructor Representative. The applications have been submitted the CJSB nominations committee and the CJSB will make the appointments at the June 12, 2008 meeting.

Private Security / Law Enforcement Partnership: Keeping abreast of COPs:

Leon Baker provided the Board with an update on Private Security's Role in Commonwealth Preparedness.

The Secretary of Public Safety, John Marshall, wants to utilize the full resources of the private security industry relating to natural or man made disasters within the Commonwealth. The Secretary Marshall would like representatives of the industry to meet to discuss what the industry thinks its role should be with Commonwealth Preparedness. If the Industry wants to be involved then second meeting would be scheduled with representatives of the Law Enforcement community, the Governor's Office on Commonwealth preparedness, and the emergency management.

Secretary Marshall would take the initiatives and present it to the First responders Committee for the Governor. Private Security resources are limited and costs are involved. A state contract may be able to be provided to call in Private Security to be available as first responders. There may be federal funds available. Certification programs may be required.

Mr. Baker advised that this is the beginning of the process and none of this is approved. Invitations to the initial meeting will be forthcoming and this first meeting will be limited to a small group.

Board Discussion: Paul Ellis inquired about the police department receiving mandated training on Private Security. Currently an information CD was sent out to the Law Enforcement Agencies for their review. Mr. Ellis recommended that whenever credentials are changed, maybe notice should be sent to Law Enforcement.

Staffing

Kim Frieberger received her PHD in Public policy and Administration.

Licensing: Preparing for Locksmith registrations and Licensing

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Training: Private Security Service's staff members met with 17 members of the locksmith industry who applied for the training committee. As a group, a suggested outline was developed (attached). The group will continue ongoing discussion regarding a recommended topical content and learning objectives. The Compliance Agent component of the Locksmith licensing will have 2 additional classes geared directly towards locksmith.

Board Discussion: Charles Tobin questioned how many locksmiths may be involved. Mrs. McGee stated there appears to be approximately 450 businesses and 1500 individuals.

Thomas Turner asked about the impact regulating Locksmiths on the Department. Mrs. McGee stated the 2 new positions requested have been approved but unfortunately the positions cannot be considered until the new fiscal year. The two current vacant positions are also affected by the budget climate.

Compliance and Enforcement: Mr. Walker advised that the Section is utilizing scanning of case files to make process faster for investigators. Additionally, investigators are performing the training for Compliance Agent training. The primary focus will be on Unlicensed Activity, which is currently approximately 60% of case load and will increase with the addition of Locksmiths.

This concluded the DCJS report.

Board Comments

Seth Oginz discussed how the Board members represent a great resource to the industry that is under-utilized. He feels the Department needs to address the communication issues between the industry and the members.

Christopher DiMartini stated that during compliance agent class's staff describes the Board and the regulatory process.

Staff advised that DCJS has issued it quarterly newsletter called DCJS Today. In order to subscribe, individuals may visit the website at www.dcjs.virginia.gov or visit www.dcjs.virginia.gov/newsletter to view the current issue.

Kevin Hodges stated that he sent out an email to the industry when he was first appointed and got no responses. The same people always get involved and come to the meetings.

Paul Ellis stated the Board meeting for today was not on the website.

Charles Tobin suggested the PSSAB establish a committee for external communication.

Deputy Chief James Cevera stated that someone would have to take care of this and staff is tight and the current budget climate is difficult.

Mr. VanDuzee asked if the Department could provide a liaison for the PSSAB.

Mrs. McGee stated there is an agency webmaster and the agency has Brandy Anderson is the liaison to the webmaster.

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Mr. Turner stated that we should look at this positively and that the industry is content with the Department.

Mr. Oginsz stated that the industry usually lets things percolate and only responds when it escalates.

Charles Tobin commented on the reciprocity for Personal Protection Specialists. They travel state to state and this needs to be addressed. Additionally education needs to be provided to the buyers of services regulated by the department.

Mrs. McGee stated the department wants to be proactive with education with the public. The investigators and managers will be able to have more of a presence in the public.

Public Comments

James Darrington, a member of ASIS International, implored the Board not to forget about the associations out there that can help with communications.

John Kochensparger commented on the training at the PSSAB meetings and how this would compete and take away revenue from the training schools. He stated that the training at the PSSAB meetings should be for Compliance Agent, General Instructor, or Firearms Instructor which does not compete with the training schools.

Unfinished Business

No unfinished business

New Business

No new business

Adjournment

Charles Ciccotti made a motion to adjourn the meeting. Christopher DiMartino seconded the motion. The motion carried and the meeting was adjourned.

Public Attendees

Tom Kramer
Ranel Johnson
George Haudricourt
Jennifer McLamb
Linda Jenkins
Larry Jenkins
B.E. McCrory, Jr.
Mary Kay Wakefield
Dan Sarate
Al Toledo
James Darrington
Tyrun Washington
Ed Miller
Chris Hon

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Rob Hughes
Barry Wilson
Tom Buckley
John Kochensparger

DCJS Attendees

Lisa McGee
Leon Baker
Kim Freiburger
Burt Walker
Kim Buckner
Robbie Robertson
Holly Manke

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Conference Committee Report

Call to Order

Meeting started at approximately 10:00 a.m.

Attendees

Robbie Robertson, John Snyder, Mary Kay Wakefield & Joe Maslanka

Conference Committee

Committee Chair – Joe Maslanka

Meeting: May 20, 2008

The following topics and suggestions were presented at this committee meeting:

- Purpose of the meeting was to find an alternative for the annual conference
- It was agreed to purpose to shift the emphasis to the quarterly meetings
- Offer training opportunities and a catered lunch for each quarterly meeting
- Move the quarterly meeting to different locations within 2.5 hours of Richmond to cut the need for overnight stay by staff
- Suggestions for locations (North VA, Tidewater, Lynchburg and Richmond)
- Offer sponsorship for each meeting to assist in covering costs of lunch and speakers (staff and board member expense may need to be covered as relates to travel)
- To receive credit for training to be offered; attendance at the meeting would be mandatory
- Issue a survey to the industry to gain information on topics of interest and estimate on participation and sponsorship interest
- Per a phone call to Lisa McGee, the next fiscal year meetings will focus on regulations
- The actual training and speaker format would take place in October of 2009

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- The overall goal is to increase participation in quarterly meetings while offering the training and speaker opportunities that would have been offered at the conference
- The training offered at the quarterly meetings would not affect that offered by training schools – topics and subjects would be more generalized
- Robbie Robertson will handle preparation of the survey

Meeting adjourned at approximately 12:00 PM

DRAFT TRAINING OUTLINE FOR LOCKSMITHS

Course Time: 18 Hours

1. Virginia Code and Regulations - 2 hours
2. Orientation to Locksmithing - 2 hours
 - a. History of locksmithing
 - b. Ethics
 - c. Trade resources
 - d. Terminology
 - e. Professional conduct
 - f. Job safety
3. Public Safety Codes - 4 hours
 - a. NFPA (80, 101)
 - b. Overview of Authorities Having Jurisdiction (AHJs)
 - c. ADA
 - d. Terminology
 - e. Safety code resources
4. Technical Applications - 10 hours
 - a. Terminology (to include definition / purpose /function)
 - b. Locks / types
 - c. Handing
 - d. Master keying
 - e. Key records and codes

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- f. Key blanks and keyways
- g. Physical security
- h. Types of client sites
- i. Safes / vaults
- j. Access control
- k. Handling restricted keys
- l. Door system components
- m. Automotive